

Request for Marriage Certificate

Did the Applicant **APPLY** for the Marriage License in Clay County?

☐ Yes ☐ No (If the answer is no, copies of marriage certificates are in the County that the couple applied for the license.)

Marriage Certificate Information		
Applicant 1 Full Name Prior to Marriage:		Date of Birth:
Applicant 2 Full Name Prior to Marriage:		Date of Birth:
Date of Marriage:		

Requester Information				
Name				
Mailing Address – Street	Apt/Unit #	City	State	ZIP
Daytime Phone	Email			

Item	Fee Per Item	Total											
Marriage Certificate <input type="checkbox"/> Certified ____ # of copies <input type="checkbox"/> Non-Certified ____ # of copies	\$9.00												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">First Class Mail</td> <td style="width: 40%;">First Class mail is the default mailing method if another mailing option is not selected.</td> <td style="width: 20%;">\$0.00</td> <td style="width: 20%;"></td> </tr> <tr> <td>Express Mail (Optional)</td> <td rowspan="2">Express or Priority mail is suggested for your valuable personal documents as it can be traced when mailed. Every effort will be made to process & ship the same business day the request is received but not guaranteed.</td> <td>\$22.95</td> <td></td> </tr> <tr> <td>Priority Mail (Optional)</td> <td>\$6.45</td> <td></td> </tr> </table>	First Class Mail	First Class mail is the default mailing method if another mailing option is not selected.	\$0.00		Express Mail (Optional)	Express or Priority mail is suggested for your valuable personal documents as it can be traced when mailed. Every effort will be made to process & ship the same business day the request is received but not guaranteed.	\$22.95		Priority Mail (Optional)	\$6.45			
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<input type="checkbox"/> Check	\$0.00												
<input type="checkbox"/> Credit Card-A \$1.95 convenience fee is charged for credit card transactions. This will show on your statement as a separate charge.		\$1.95											
Name on Card:													
Card Number:													
Expiration Date:	3 Digit Security Code:												
		Total:											

Due to high administrative costs, we are unable to issue refunds for overpayment.

Checks returned for non-payment will be charged a \$30 fee according to Minnesota Statutes, section 604.113, subdivision 2 and civil penalties may be imposed.

Send Certificate Request and Payment to:

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Mail certificate request and
check to:

Clay County Recorder
807 11th St N
Moorhead, MN 56560
218-299-5031

OR

Fax certificate request and
credit card information to:

866-908-2452